

CARL D. PERKINS

VOCATIONAL EDUCATION AND APPLIED TECHNOLOGY ACT

PROCEDURAL METHODS



**North Dakota
State Board for Career and Technical Education
Amended June, 2004**

PROCEDURES FOR HANDLING CARL D. PERKINS FUNDS

With the implementation of the Carl D. Perkins Vocational Education and Applied Technology Act of 1998, the following procedures should be utilized at the local level. This is to provide for adequate accounting by consortiums or individual districts/institutions in the utilization of these funds.

ACCOUNTING PROCEDURES

A separate fund account is to be used for the federal fund revenues received as a result of the Carl D. Perkins Act. This account is to be used only for funds utilized by the consortium or single district/institution. An accounting trail must be maintained for expenditures for each fiscal year's funds.

The Carl D. Perkins funds are federal dollars. When budgeting, receipting and expending these funds, they never lose their identity. These federal funds are granted under the requirements of EDGAR (Education Department General Administrative Regulations) and the statutes and regulations of the Carl D. Perkins Act.

The fiscal agent/administrator is responsible for the operation and disbursement of funds. The expenses for the consortium wide activities are to be incurred and paid for by the fiscal agent of that consortium.

Consortium-wide activities should be handled by the administrator.

PAYMENT PROCESS

To assure that funds provided to you are limited to your immediate needs, all federal funds must be requested on the Request for Interim Funding form SFN 15251 prior to processing the final reimbursement claim.

The final reimbursement claim can be processed when all the documentation for the program is submitted.

AMENDMENTS

Amendment requests must be communicated in writing. You are allowed to transfer between line items at your discretion as long as it is not in excess of 10% of the line item and does not exceed the overall budget.

EQUIPMENT AND EQUIPMENT INVENTORY

Approval of equipment purchased, inventory of such equipment and its disposition will be subject to the Department of CTE's Equipment and Instructional Materials Policies and Procedures:

1. Before equipment is purchased, each consortium fiscal agent must submit a Request for Equipment and Instructional Materials form (SFN 15263) for **each member school and for each program area** (do not combine schools and do not combine program areas).
2. Equipment is approvable in established CTE programs with a credentialed instructor. This approval is made by CTE through each program area supervisor.
3. All equipment requested during the fiscal year must be purchased (or complete a purchase order) by February 1.

ACCOUNTABILITY

Each consortium or single district/institution is responsible to complete the required forms:

1. Enrollment and follow-up data.
2. End of the year accounting report.
3. Other requested information.

FUNDING LIMITATIONS

1. It is the position of the State Board for Career and Technical Education that salary increases in state funded programs may not be subsidized with Carl D. Perkins funds. (Effective 1994-95 school year.)
2. Carl D. Perkins funds cannot be used as the local share against state funded programs, and other federal funded projects/activities.
3. Local and state funded programs/activities cannot be supplanted (replaced) with Carl Perkins funds.
4. Salaries for 7th and 8th grade instructional programs are not eligible for state or federal funding.

ALL OTHER POLICIES AND PROCEDURES OF THE STATE BOARD FOR CAREER AND TECHNICAL EDUCATION APPLY TO CONSORTIUM OR SINGLE DISTRICTS/INSTITUTIONS.